

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

**REQUEST FOR RESERVATION OF  
VIDEOCONFERENCING EQUIPMENT**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Phone Number: \_\_\_\_\_ Date(s) Equipment Needed: \_\_\_\_\_

Location: \_\_\_\_\_

Please reserve the Court's videoconferencing equipment on behalf of the undersigned on the following date(s) for the following reason: *(check one)*

☐ Court proceedings: Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_

☐ Committee meeting: \_\_\_\_\_

☐ Other: \_\_\_\_\_

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Please cancel the reservation for the videoconferencing equipment, as follows:

Date: \_\_\_\_\_ ☐ Court Proceeding ☐ Committee Meeting

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Please continue the reservation for the videoconferencing equipment, as follows:

From date: \_\_\_\_\_ To date: \_\_\_\_\_

☐ Court proceedings: Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_

☐ Committee meeting: \_\_\_\_\_

☐ Other: \_\_\_\_\_

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_____	_____
Date checked out	Print Name

_____	_____
Date returned	Print Name